

New Orleans Public Library
Board of Trustees
May 14, 2024

Board Meeting Packet

Table of Contents

May 14th Board Meeting Agenda1-2
March 12th, 2024 Regular Board Meeting Minutes3-7
April 2nd Special Executive Committee Minutes 8
May 7th Executive Committee Minutes9-11
Quarter 1 Financials12-15
Quarter 1 Performance Report 16



New Orleans Public Library
 Regular Board Meeting
 Main Library 3rd Floor Conference Room
 Tuesday, May 14, 2024
 4:30 p.m.

NOTE REGARDING PUBLIC COMMENT:

The legal purpose of open meetings is to allow individuals to observe and participate in the deliberations of public bodies. Meetings of public bodies must be open to the public unless closed pursuant to a statutory exception, such as set forth in R.S. 42:16 – 42:18, which authorizes closed executive sessions. Public bodies must provide an opportunity for public comment prior to action on the agenda item upon which a vote is to be taken. The governing body may adopt reasonable rules and restrictions regarding the comment period. R.S. 42:14, requires each public body, except school boards, conducting a meeting that is subject to the notice requirement of R.S. 42:19(A), to allow a public comment period prior to action on an agenda item upon which a vote is to be taken.

NOTE: DUE TO WEATHER CONDITIONS AND THE TRANSFER OF THE MEETING TO A NEW LOCATION, THE ZOOM OPTION MAY NOT BE AVAILABLE

PUBLIC COMMENT IS LIMITED TO TWO MINUTES PER INDIVIDUAL

AGENDA

- I. **Call to Order** — (Board Chair, Dana Henry, 1 minute)
- II. **Roll Call** — (Executive Assistant Tammy Hanson, 1 minute)
- III. **Action Item: Approval of Consent Agendas** — (Dana Henry, 2 minutes)
 - A. Approve March 12, 2024 board meeting minutes
 - a. Public Comment
 - B. Approve April 2, 2024 Special Executive Meeting Minutes
 - a. Public Comment
 - C. Review Executive Committee May 7, 2024 meeting minutes
 - a. Public Comment
- IV. **Information Items**
 - A. NOPL Foundation Report – (President, Demetric Mercadel, 5 minutes)
 - B. Friends of NOPL – (President, Shannan Cvitanovic, 2 minutes)
 - C. State of the Library - (Executive Director, Emily Painton, 5 minutes)
 - D. Financials Update – (Budget Director, Michel Thompson, 2 minutes)
 - E. Q1 Performance Update – (Marketing Director, Jane LeGros, 2 minutes)

V. Discussion Items

- A. 2004 Summer Fun – (Heather Riley, 3 minutes)
- B. Youth Cards – (Heather Riley, 3 minutes)
- C. Foundation Relationships– (Dana Henry, 4 minutes)
- D. Board Member Training/Orientation and Retreat – (All, 3 minutes)

VI. Attachments

- A. Board Packet

VII. Adjournment

Topic: Regular Board Meeting

Time: May 14, 2024 04:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97815458136?pwd=ZHg1Z04vSHE4RW1KbG1WeUN1YTUxdz09>

Meeting ID: 978 1545 8136

Passcode: 659863

One tap mobile

+13017158592,,97815458136#,,,,*659863# US (Washington DC)

+13052241968,,97815458136#,,,,*659863# US



New Orleans Public Library
Board Meeting
Main Library 3rd Floor Conference Room
Tuesday, March 12, 2024
4:30 p.m.

NOTE REGARDING PUBLIC COMMENT:

The legal purpose of open meetings is to allow individuals to observe and participate in the deliberations of public bodies. Meetings of public bodies must be open to the public unless closed pursuant to a statutory exception, such as set forth in R.S. 42:16 – 42:18, which authorizes closed executive sessions. Public bodies must provide an opportunity for public comment prior to action on the agenda item upon which a vote is to be taken. The governing body may adopt reasonable rules and restrictions regarding the comment period. R.S. 42:14, requires each public body, except school boards, conducting a meeting that is subject to the notice requirement of R.S. 42:19(A), to allow a public comment period prior to action on an agenda item upon which a vote is to be taken.

PUBLIC COMMENT IS LIMITED TO TWO MINUTES PER INDIVIDUAL

MINUTES

- I. **Call to Order** — (4:33 p.m.)
 - A. Board Chair, Dana Henry, called the March 12, 2024 meeting to order at 4:33 p.m.

- II. **Roll Call** — (4:34 p.m.)

Board Members Present: Dana Henry, Chair; Kathleen Coverick, Vice Chair; Andrea Neighbours, Treasurer; Alexis Parent-Ferrouillet, Secretary; Raquel Dufauchard; Vonda Flentroy-Rice

Absent: Phala Kimbrough-Mire

Library Staff Present: Emily Painton, Director; Heather Riley, Jane LeGros, Michel Thompson, Tammy Hanson, Christina Bryant, Laura Bevins, Katy Hepner, Brittany Silva, Amanda Fallis

Others Present: Shannon Cvitanovic, Demetric Mercadel (via Zoom), Joel Ross

Action Item: Move of Agenda Items – (3:34 p.m.)

Ms. Coverick made a motion to move action items VII and VIII to V and VI. Ms. Neighbours seconded the motion. The motion passed unanimously.

- III. **Public Comments** — (4:34 p.m.)
 - A. Public comment was made regarding the closures of facilities.

- IV. **Action Item: Approval of Consent Agendas** — (4:46 p.m.)
- A. Approve November 14, 2023 board meeting minutes
 - B. Review Executive Committee January 9, 2024 meeting minutes
 - 1. Ms. Flentroy-Rice made a motion to approve the consent agendas and Ms. Neighbours seconded. Motion passed unanimously.
- V. **Action Item: Approval of Fine Free Policy** – (4:47 p.m.)
- A. Ms. Neighbours made a motion to approve the Fine Free Policy. Motion was seconded by Ms. Coverick. Motion passed unanimously.
- VI. **Action Item: Approval of Sex Offender Policy** – (4:49 p.m.)
- A. The new policy follows the policy that we approved in 2012 but includes the Desire location, NORDS facility, and REACH Center.
 - B. Ms. Coverick asked clarification on what we are responsible for implementing. Contractors are covered under a separate City policy.
 - C. Ms. Neighbours made a motion to approve and was seconded by Ms. Coverick. Motion passed unanimously
- VII. **Information Items** – (4:49 p.m.)
- A. NOPL Foundation Report
 - 1. Ms. Mercadel stated that at the recent Foundation they were able to devise a plan to pre-approve several of the items on the list the library provided for 2024.
 - B. Friends of NOPL
 - 1. Ms. Cvitanovic stated that the Friends budget for 2023 is closed out. They have paid between cash raised and restricted grants is \$169,239.70 for library endeavors.
 - 2. The renewed anthology was published recently that showcased local adult writers.
 - 3. GenFest occurred this past weekend and was heavily attended.
 - 4. Primetime Family Reading Time has expanded to include older students.
 - 5. Friends will continue managing the Best Buy Teen Tech Center grant.
 - 6. Friends has a full-time AmeriCorps position open that includes a small stipend and housing at Tulane University. Details will be posted on social media. Duties include working in the Friends office doing marketing, messaging, and fundraising.
 - 7. Ms. Neighbours inquired if one has to already be in the AmeriCorps program to participate. Ms. Cvitanovic replied that the grant is through Tulane and funded by the federal government.
 - C. State of the Library
 - 1. Central City is currently closed due to mold and HVAC issues. Property Management stated that ServePro will be there later this week to finish remediating the I/T room.
 - 2. Mid City is currently closed due to roof repairs.

3. The CRC may be open in another week. They are working on repairing the water infiltration system and are in the design phase of that project. Submission of construction documents will be April 8th.
4. Ms. Neighbours asked what happens to the staff at those facilities and Ms. Painton replied that they go to wherever they are needed. Ms. Neighbours inquired about holds and returns. Ms. Riley responded that patrons can go to the webpage to change their hold locations and all book drops are still open.
5. Part of the \$9.5 million that the board approved to repair the boiler has been bid on and awarded which is ARC Mechanical. The Elevator and HVAC replacement is in the construction document phase. Capital Projects is helping coordinate. Ms. Neighbours asked if a backup cooling system was going to be an option and if Main will remain open during the maintenance period. Ms. Painton responded that we will see if that is an option.
6. As part of our strategic pillar we have partnered with WePlay which opened in December at ENO.
7. In Friday we hosted a book release party. The title is Renew and is the first book ever published by the New Orleans Public Library. We will add volumes annually to record a snapshot of our city's voices. This was coordinated by Adult Programming with much support from Friends. We also held GenFest on March 8th.
8. We updated our Reconciliation Policy and are in compliance with LARS:25. Next, we need to implement a library card system for minors parents, or guardians to select whether their minor is able to check out materials deemed sexually explicit, or access digital content that is available. This needs to be done in person. Ms. Coverick asked if the default is having full permission. Ms. Painton replied that digital content is restricted. Marketing has developed a pamphlet detailing how to use the library.
9. HB-414 is a new bill that seeks to change the crime of obscenity to include content in public libraries that are obscene.
10. We completed the Widerstand audit and received the final report. The Equity Task Force will review the report, submit a recommendation to the Executive team, and together will create a plan of action. The report will be submitted to the board along with our responses.
11. A public attendee interrupted the meeting to complain about branches not being available in the summertime due to construction. Ms. Painton reiterated that these are City projects and the timeline is done by Capital Projects. We have no control over the timeline. Ms. Flentroy-Rice added that perhaps someone from Capital Projects could address the public's questions.

D. Financials Update

1. We expended 88% of our budget in 2023. The monies left over from the other column could be salaries are \$ 1.7 million are for unfilled positions. Operating expenditures could be vendors who haven't uploaded their invoices. Ms. Neighbours wants to spend closer to 97% of our budget. The budget for 2024 is \$36 million and is a combination of millage funding, trust dollars, reserves, and to support strategic planning initiatives. Out of those dollars we received \$98k. Trust dollars are open to use on books and operating costs. The Personnel budget is \$16.2 million year to date is 98%. In other operating \$20 million was

budgeted and \$1.6 million in purchase orders have been awarded to vendors. We have paid \$671k.

2. We get blanket POs for book purchases and as people use our services with monies set aside. The 16k remaining is for any renewals at the end of the year. Ms. Dufauchard asked if the report could include how these numbers would increase per quarter. Ms. Thompson responded that even though we have repetitive expenses, they occur at different times of the year. We could list those strategic programs that are planned, or in the initial phases of planning and is posted on the NOPL website.

E. Q4 Performance Update

1. Year was finished strong. 95% increase in book circulations. Digital circulations is up 51%. Computer sessions are up by 29%. Visits are up 40%, program attendance is up 150 %, and program are up 101%. New library cards are up 38%.
2. Ms. LeGros will be filming the first library commercial at Algiers tomorrow due to a partnership with FOX 8. Shelby Latino will be meeting with NOLA Now book club to discuss a book of the month.

F. New Archives Website

1. Archives has a new website and content management system and domain name.
2. A carousel highlights different events and collections and buttons to lesser-used pages.
3. Over 500 people attended GenFest. There were 35 tables and 5 presentations.
4. You can now schedule archive appointments online or through email. There is also a search and copy request feature and now we have gone to forms to request documents.
5. There is a Research tab that goes to specific collections, a property research guide, and Guide to Genealogy Materials.
6. Archives is beginning to use GIS with some of their content to locate materials throughout the city.

VIII. **Discussion Items** (5:55 p.m.)

A. Executive Director Evaluation

1. Michel has bids that are coming in Monday for creation of an evaluation tool.

B. Board Cultivation

1. We currently have two vacant board seats. Ms. Flentroy-Rice's term is up at the end of June. Ms. Coverick introduced Joel Ross, who is an architect with Woodward, to the board to shed some light on some projects we are working out. Mr. Henry also has a board recruit. The Office of Youth and Families has advocated for an 18-24 year old board member. That would mean all board members would need to participate in training on how to work with that board member. The timeline for submitting nominations is April 10th. Then it will be approved by City Council.
2. Ms. Neighbours suggested to recruit is a workforce person. Ms. Coverick suggested having a list of names to choose from (preferably 6) for future vacancies. Ms. Neighbours also suggested the board reconsider the term lengths as that could be a deterrent.

IX. **Attachments**

A. Board Packet

X. **Adjournment**

1. The March 12, 2024 Executive Committee Meeting adjourned at 6:11 p.m.



New Orleans Public Library
 Special Meeting of the Executive Committee of the Board
 3rd Floor Conference Room; Main Library
 Tuesday, April 2, 2024
 4:30 p.m.

NOTE REGARDING PUBLIC COMMENT:

The legal purpose of open meetings is to allow individuals to observe and participate in the deliberations of public bodies. Meetings of public bodies must be open to the public unless closed pursuant to a statutory exception, such as set forth in R.S. 42:16 – 42:18, which authorizes closed executive sessions. Public bodies must provide an opportunity for public comment prior to action on the agenda item upon which a vote is to be taken. The governing body may adopt reasonable rules and restrictions regarding the comment period. R.S. 42:14, requires each public body, except school boards, conducting a meeting that is subject to the notice requirement of R.S. 42:19(A), to allow a public comment period prior to action on an agenda item upon which a vote is to be taken.

PUBLIC COMMENT IS LIMITED TO TWO MINUTES PER INDIVIDUAL.

MINUTES

- I. **Call to Order** — (Board Chair, Dana Henry, 1 minute) (4:37pm)
 1. Board Chair, Dana Henry, called the April 2, 2024 Special Executive Committee Meeting was called to order at 4:37 p.m.
- II. **Roll Call** — (4:37pm)

Present: Dana Henry, Alexis Ferrouillet-Parent, Kathleen Coverick, and Andrea Neighbours
- III. **Public Comments** (4:38 p.m.)
 1. There were no public comments.
- IV. **ACTION ITEM: Consideration and selection of Consultant to create performance evaluation tool for Executive Director** (4:39 p.m.)
 1. Three proposals for Executive Director evaluation tools were considered. One by HR NOLA, one by Amplify Talent Partners, and one by Fazande Consulting. Fazande Consulting was selected.
 2. Ms. Ferrouillet-Parent made a motion to approve the choice of Fazande. Motion was seconded by Ms. Neighbours. Motion passed unanimously.
- V. **Adjournment**
 1. The April 2, 2024 Special Executive Committee Meeting adjourned at 5:59 p.m.



New Orleans Public Library
 Executive Committee/Finance Committee Meeting
 3rd Floor Conference Room; Main Library
 Tuesday, May, 7 2024
 4:30 p.m.

NOTE REGARDING PUBLIC COMMENT:

The legal purpose of open meetings is to allow individuals to observe and participate in the deliberations of public bodies. Meetings of public bodies must be open to the public unless closed pursuant to a statutory exception, such as set forth in R.S. 42:16 – 42:18, which authorizes closed executive sessions. Public bodies must provide an opportunity for public comment prior to action on the agenda item upon which a vote is to be taken. The governing body may adopt reasonable rules and restrictions regarding the comment period. R.S. 42:14, requires each public body, except school boards, conducting a meeting that is subject to the notice requirement of R.S. 42:19(A), to allow a public comment period prior to action on an agenda item upon which a vote is to be taken.

PUBLIC COMMENT IS LIMITED TO TWO MINUTES PER INDIVIDUAL

MINUTES

- A. **Call to Order**
- B. The May 7, 2024 Executive Committee meeting was called to order at 4:38 p.m.

- II. **Roll Call — (4:38 p.m.)**
 Present: Andrea Neighbours, treasurer; Kathleen Coverick, Vice-Chair
 Absent: Alexis Parent-Ferrouillet, Secretary; Dana Henry, Chair
 Staff Present: Emily Painton, Tamyka Miles, Michel Thompson, Tammy Hanson
 Two members of the public were also in attendance.

- III. **Executive Director Update – (5:34 p.m.)**
 - A. Central City is now open, but Alvar is closed due to HVAC issues. We are waiting on a Compressor for the HVAC condensing unit, which has been ordered from the manufacturer. Andrea asked if there is a time estimate. Emily responded that she would check in with the Head of Facilities to see if we can get a timeframe.
 - B. We are working with Civil Service to approve a new Library Capital Services Manager position. This position would require an architecture or construction degree or background. Emily has a job description drafted. The City has a contract with that may be able to assist us with the Master’s Facilities Plan called Pivotal Engineering Company what manages all the FEMA projects. NOPL would pay this out of its own operating expenses.

- C. We are in compliance with Law LRS: 225, due June 1st. Heather will update the entire board next week. We are training staff and put out press releases.
- D. House 414, if passed, will remove libraries from exemption from Louisiana's obscenity laws list and allow library staff to be prosecuted for distributing obscene materials. Violators could face prison time and fines.
- E. House 777 sought to make it a crime for any official or employee to expend public funds to or with the ALA or its successor. It did not pass.
- F. Amy Wander will update the board on this year's Summer Fun program next week. She recently presented to the Orleans School Board and presented the Black History Month Art Contest winners.
- G. Our security badge system is almost complete. We still need to complete a procedure to implement. The roll-out will likely begin at Main. In addition to limiting access to facilities, it will allow emergency staff to enter. Ms. Painton completed a job study for our current head of security so they can supervise internal staff. Civil Service needs to be approved.
- H. Ms. Miles met with the head of RTA. We have had an increase of people on the front lawn. This has led to more (some) unlicensed vendors in front of the building. The NOPD stated they would ensure all vendors held licenses and ensure the patrons using the bus system are safe. Also, when busses park on the side of Main, they block the entrance and exit to the lower parking lot. Ms. Neighbours commented that the construction project was to be complete in 5 years. She also mentioned that the front lobby doesn't comply with our Open Doors pillar, as it is not very welcoming. Ms. Neighbours asked if the new position will supervise the in-house security staff. Ms. Painton responded that it will. She also inquired if we could request someone from RTA participate in a board meeting. Ms. Painton suggested that we contact Park and Parkways to get ideas on a landscaping plan. Ms. Coverick suggested that a board member attend an RTA meeting. Ms. Neighbours asked if we are going to bring on a social worker. Ms. Painton responded that it still in our list of positions to hire.

IV. Financial Update – (5:53 p.m.)

- A. We have received \$16.3 million of \$22 million. All funds are available and will be used. Personnel costs are \$4.9 million. 84% is for full-time positions and 16% for potential hires. Operating costs are \$6.7 million and are still obligated. This number is constantly being adjusted as vendors are paid. We have received 67% of our mileage.
- B. The Capital Projects Department is updating timelines monthly.

V. Update on Director Evaluation Process

- A. The contract with the assessor will be signed on May 16th, and we can begin scheduling a meeting with all board members. The Foundation will fund this.

VI. Update on Board Member Cultivation

- A. Joel and Monique submitted their questionnaires. The meeting for approval is May 13th. We should have a nearly complete board by the July meeting when committee

teams are formed. One member will be rolling off and will still need to be replaced. Committee structures need to be set up and deadlines for paperwork.

VII. **Regular Board Meeting Agenda Review – (5:57 p.m.)**

- A. Public Comment will be a subset of each action item
- B. Additional items are Foundation Relationship; Board Member Training/Cultivation and retreat; and Operational Plan discussion.

VIII. **Adjournment**

- A. The May 7, 2024 Executive Committee meeting adjourned at 6 p.m.

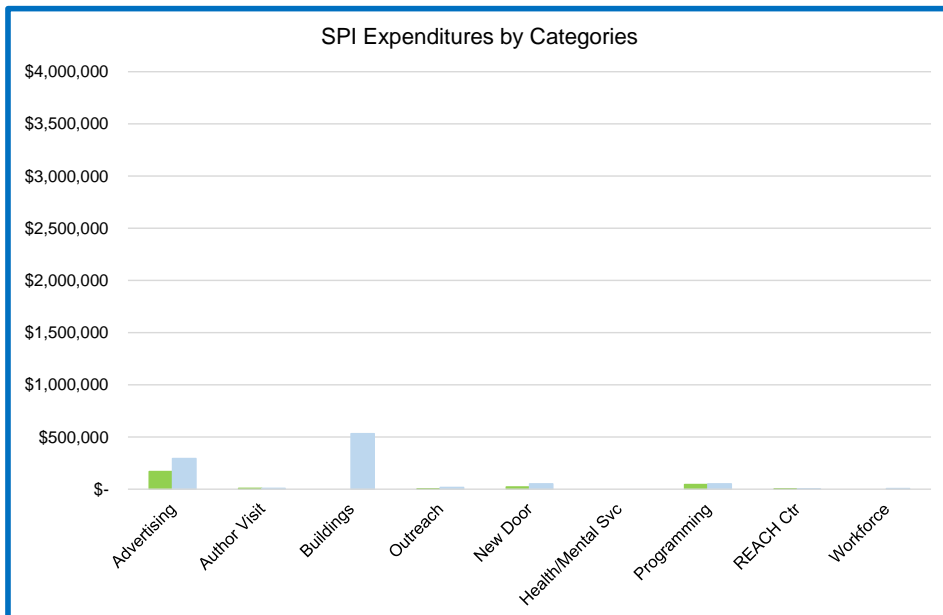
**New Orleans Public Library
2024 Budget vs Actuals
as of April 30, 2024**

Line#	REVENUES	2024 Budget	YTD Receipts	Balance Remaining	% of Funds Received
1	Funding				
2	Millage	22,000,000	16,387,464	5,612,536	74%
3	Trust	787,495	787,495	-	100%
4	Reserves	13,500,000	13,500,000	-	100%
5	Fees	70,000	48,699		70%
6	TOTAL FUNDING	36,357,495	30,723,658	21,946,309	86%

Line#	EXPENDITURES	2024 Budget	Obligated Expenses (Purchase Orders)	YTD Expended	Budget Remaining	% of Budget Obligated	% of Budget Remaining	FTEs	Vacancies
10	Expenses								
11	Personnel								
12	Payroll	11,293,626		3,429,813	7,863,813		70%		
13	Benefits	4,990,434		1,497,941	3,492,494		70%		
14	Total Personnel	16,284,060		4,927,753	11,356,307		70%	203	18
15									
16	Other Operating								
17	Collections	3,798,344	3,263,663	785,625	534,681	86%	14%		
18	Facilities	10,200,000	829,716	146,580	9,370,284	8%	92%		
19	Technology	1,500,000	309,806	174,790	1,190,194	21%	79%		
20	Outreach/Program	90,000	75,975	53,110	14,025	84%	16%		
21	Other Operating ^a	4,485,000	2,231,857	827,878	2,253,143	50%	50%		
22	Total Other Operating	20,073,344	6,711,017	1,987,982	13,362,327	33%	67%		
23									
24	TOTAL OPERATING	36,357,404	6,711,017	6,915,736	24,718,633		68%		

Notes

a **Other Operating** - includes but is not limited to security, building/equipment lease, office supplies/furnishings/equipment, travel and some Strategic Planning Initiatives.



Strategic Planning Initiatives (SPI)		
Budget		\$3,785,000
Obligations		\$957,738
Expenditures		\$244,787
SPI	Obligation	Expenditures
Advertising	293,681	169,867
Author Visit	7,500	7,500
Buildings	531,138	-
Outreach	16,559	1,678
New Door	51,536	20,945
Health/Mental	-	-
Programming	50,932	43,905
REACH Ctr	892	892
Workforce	5,500	-
Total	957,738	244,787

No.	No.	ID	Project Name	Department	PM	Council District	Neighborhood	Architect/ Eng.	General Contractor	Scope	Appropriation (including Contingency)	Funding Source	Current Phase	Current Phase Completion Date	Design	Bid Opening Date	NTP for Const.	Const. Substantial Completion Date	Construction Closeout/Owner Occupancy	Current Status	
54	1	LIB052	Main Library Feasibility Assessment (through the SD Phase)	NOPL	JW	B	Central Business District	Marrero, Couvillon & Associates LLC	TBD	To assess the existing conditions and propose remedies and/or replacements at HVAC; Elevators; Ceilings and Walls; removal/replacement of patio flooring at the 3rd floor to investigate water infiltration at 1st floor below; and interior and exterior lighting at the 1st level.	\$82,078	1-BONDS	0 - Complete	6-Oct-23	6-Oct-23	N/A	N/A	N/A	N/A	The project is complete.	
55	2	LIB045	Main Library Flooring	NOPL	EW	B	Central Business District	N/A	Tuna Construction	Flooring repairs at the Main Public Library.	\$265,425	1-BONDS	0 - Complete	4-Jun-18	4-Dec-17	18-Jan-18	19-Mar-18	4-Jun-18	4-Jun-18	The project is complete.	
56	3	LIB002	Nora Navra Library	NOPL	JH	D	Seventh Ward	Manning Architects	CDW Services	Construction of a new approximately 7,800 sq. ft. library building to replace storm damaged library; will contain stacks area, reading area, computer terminals, multipurpose room, and various support spaces (i.e. offices, restrooms, etc.).	\$3,755,157	3-CDBG	0 - Complete	6-Jun-18	3-Apr-17	18-May-17	17-Jul-17	6-Jun-18	5-Aug-18	The project is complete.	
57	4	LIB055	NOPL Citywide Roof/HVAC/Sprinkler Repairs	NOPL	EW	Z-CITYWIDE	Central Business District	MCA, LLC	ARC Mechanical Constructors Inc.	Repairs to existing facility roofs, HVAC and sprinkler systems at various libraries throughout the City.	\$1,415,540	1-BONDS	2 - Bid & Award	1-Sep-24	1-Sep-24	17-Oct-24	14-Feb-25	13-Aug-25	27-Sep-25	The Construction Phase for the Boiler & BF Preventer project is in Progress at 40% complete. The A/E delivered the Design Development package on March 6, 2024 and is in review.	
58	5	LIB055	NOPL Main Library Boilers & Backflow Preventer	NOPL	JW	B	Central Business District	Marrero, Couvillon & Associates LLC	ARC Mechanical	Installation of new boilers and backflow preventer at New Orleans Main Public Library.	\$585,000	1-BONDS	2 - Bid & Award	1-May-24	7-Nov-23	31-Jan-24	1-May-24	13-Oct-24	27-Nov-24	The Bid & Award phase is currently in progress at 98% complete. The contractor returned a signed contract on 4/4/24. The next milestone is execution by the Mayor, conducting a pre-construction meeting and issuing a construction notice to proceed.	
59	6	LIB051	Children's Resource Center Water Damage Repairs	NOPL	JW	A	Mid-City	Concordia	TBD	Repair Interior damages resulting from water infiltration	\$407,845	1-BONDS	3 - Design	8-Apr-24	8-Apr-24	7-Jun-24	6-Aug-24	22-Feb-25	8-Apr-25	The Design Phase is currently in progress at 96% complete. The next milestone is submission of CD's on April 8, 2024.	
60	7	LIB057	NOPL Main Library Elevators & HVAC Replacements	NOPL	JW	B	Central Business District	TBD	TBD	Replacement of Elevators & HVAC Systems at the Main New Orleans Public Library	\$9,000,000	1-Non-City	4 - Pre-Design	10-Jun-24	22-Nov-24	6-Jan-25	6-Apr-25	13-Oct-25	27-Nov-25	The Pre-Design phase is currently in progress at 15% complete. Step #1 of the RFQ is complete and Step #2 is currently routing for approval. The next milestone is to Advertise RFQ for professional qualifications.	
Total NOPL:											\$15,511,044										

**CITY OF NEW ORLEANS OFFICE OF INFRASTRUCTURE
CAPITAL PROJECTS ADMINISTRATION**

Activity ID	Activity Name	Start	Finish	Original Duration	Remaining Duration	% Complete	Total Float	2023												2024												2025												2026												2027
								Jan	F	M	A	M	J	Jul	A	S	Oct	N	D	J	F	M	A	M	J	Jul	A	S	Oct	N	D	Jan	F	M	A	M	J	Jul	A	S	Oct	N	D	Jan	F	M	A	M	J	Jul	A	S	Oct	N	D	Jan
LIB057 NOPL Main Library Elevators & HVAC Replacements		03-Jan-23 A	05-Apr-26	1799	737	59.03%	0																																																	
Justin Weyenberg		03-Jan-23 A	05-Apr-26	1799	737	59.03%	0																																																	
NOPL Main Library Elevators & HVAC Replacements		03-Jan-23 A	05-Apr-26	1799	737	59.03%	0																																																	
A0000	Main Library Backflow Preventer	03-Jan-23 A	05-Apr-26	674	737	0%	0																																																	
Sources & Uses		30-Apr-23 A	30-Apr-23 A	1	0	100%	0																																																	
Planning		03-Jan-23 A	28-Feb-24 A	423	0	100%	0																																																	
Pre-Design		29-Feb-24 A	14-Sep-24	199	169	15.08%	0																																																	
Pre.Des-1000	Pre-Design Phase	29-Feb-24 A	14-Sep-24	0	169	0%	0																																																	
Pre.Des-1010	Develop RFQ For Design Services	29-Feb-24 A	09-Mar-24 A	10	0	100%	0																																																	
Pre.Des-1020	RFQ Review & Approval	10-Mar-24 A	14-Mar-24 A	5	0	100%	0																																																	
Pre.Des-1030	RFQ Routing	15-Mar-24 A	03-May-24	35	35	0%	0																																																	
Pre.Des-1050	Advertise RFQ	04-May-24	02-Jun-24	30	30	0%	0																																																	
Pre.Des-1055	Receive Proposals	02-Jun-24	03-Jun-24	1	1	0%	0																																																	
Pre.Des-1060	Review Proposals	04-Jun-24	18-Jun-24	15	15	0%	0																																																	
Pre.Des-1070	Design Selection Committee	19-Jun-24	19-Jun-24	1	1	0%	0																																																	
Pre.Des-1080	A/E Selection	20-Jun-24	20-Jun-24	1	1	0%	0																																																	
Pre.Des-1090	Develop Design Contract	21-Jun-24	30-Jun-24	10	10	0%	0																																																	
Pre.Des-1100	Contract Routing	01-Jul-24	13-Sep-24	75	75	0%	0																																																	
Pre.Des-1110	Design Contract Executed	14-Sep-24	14-Sep-24	1	1	0%	0																																																	
Design		14-Sep-24	07-Apr-25	205	205	0%	0																																																	
Des-1020	Design Phase	14-Sep-24	07-Apr-25	205	205	0%	0																																																	
Programming		14-Sep-24	24-Oct-24	40	40	0%	0																																																	
Des-1000	Issue Notice to Proceed to Programming	14-Sep-24		0	0	0%	0																																																	
Des-1010	Prepare Programming Package	14-Sep-24	17-Oct-24	33	33	0%	0																																																	
Des-1030	Submit Programming Package for Review		17-Oct-24	0	0	0%	0																																																	
Des-1040	Programming Package Review/Approval	17-Oct-24	24-Oct-24	7	7	0%	0																																																	
Des-1050	Programming Complete		24-Oct-24	0	0	0%	0																																																	
Schematic Design		24-Oct-24	03-Dec-24	40	40	0%	0																																																	
Des-1060	Issue Notice to Proceed to Schematic Design	24-Oct-24		0	0	0%	0																																																	
Des-1070	Prepare Schematic Design Package	24-Oct-24	01-Nov-24	8	8	0%	0																																																	
Des-1080	Submit Schematic Design Package for Review		01-Nov-24	0	0	0%	0																																																	
Des-1090	Schematic Design Package Review/Approval	01-Nov-24	03-Dec-24	32	32	0%	0																																																	
Des-1100	Schematic Design Complete		03-Dec-24	0	0	0%	0																																																	
Design Development		03-Dec-24	17-Jan-25	45	45	0%	0																																																	
Des-1110	Issue Notice to Proceed to Design Development	03-Dec-24		0	0	0%	0																																																	
Des-1120	Prepare Design Development Package	03-Dec-24	10-Jan-25	38	38	0%	0																																																	
Des-1130	Submit Design Development Package for Review		10-Jan-25	0	0	0%	0																																																	
Des-1140	Design Development Package Review/Approval	10-Jan-25	17-Jan-25	7	7	0%	0																																																	
Des-1150	Design Development Complete		17-Jan-25	0	0	0%	0																																																	
Construction Documents		17-Jan-25	07-Apr-25	80	80	0%	0																																																	
Des-1160	Issue Notice to Proceed to Construction Documents	17-Jan-25		0	0	0%	0																																																	
Des-1170	Prepare Construction Documents Package	17-Jan-25	22-Mar-25	64	64	0%	0																																																	
Des-1180	Submit Construction Documents for Review		22-Mar-25	0	0	0%	0																																																	
Des-1190	Construction Document Package Review/Approval	22-Mar-25	30-Mar-25	8	8	0%	0																																																	
Des-1200	Final Comments	30-Mar-25	06-Apr-25	7	7	0%	0																																																	
Des-1210	Design Complete		07-Apr-25	0	0	0%	0																																																	
Bid & Award Phase		07-Apr-25	28-Aug-25	143	143	0%	0																																																	
A6000	Bid & Award Phase	07-Apr-25	27-Aug-25	142	142	0%	0																																																	
Bid & Award		07-Apr-25	28-Aug-25	143	143	0%	0																																																	
A6010	Bid Phase Commences	07-Apr-25		0	0	0%	0																																																	
A6020	Bid Authorization	07-Apr-25	21-Apr-25	14	14	0%	0																																																	
A6030	Advertise Invitation for Bid	21-Apr-25	21-May-25	30	30	0%	0																																																	
A6040	Pre Bid Conference	14-May-25	15-May-25	1	1	0%	4																																																	

- Actual Phase Summary
- Remaining Phase Summary
- Actual Work
- Critical Remaining Work
- Remaining Work
- Milestone

CPA MASTER PROJECT SCHEDULE



Data Date	30-Mar-24
Run Date	09-Apr-24

Q1 2024 Performance Report

	Q1 2024	Q1 2023	% Change, 2023-2024
Physical Circulations	221,684	216,257	+2.51%
Digital Circulations (Overdrive, Hoopla, CL, Flipster, Freegal, Kanopy)	330,750	237,774	+39.1%
Computer Sessions	38,909	34,588	+12.49%
Visits	277,338	212,556	+30.48%
# of Programs	675	581	+16.18%
Program Attendance	8,173	6,056	+34.96%
New Library Accounts	8,550	6,051	+41.30%